

 Members / Trades Unions Joint Consultation & Safety Panel – 5 January 2010		Agenda Item No.
Title	Accident Report (Accidents from start of March 2009 – end of August 2009)	
For further information about this report please contact	Alan Richardson – Health & Safety Adviser, WDC, Riverside House, Leamington Spa, tel: 456734	
Service Area	Environmental Services	
Wards of the District directly affected	N/A	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	NO	
Date and meeting when issue was last considered and relevant minute number	8 th April 2009	
Background Papers	Warwick District Council Accident Reports	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No

Officer/Councillor Approval		
With regard to officer approval all reports <u>must</u> be approved by the report authors relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).		
Officer Approval	Date	Name
Relevant Director		Bill Hunt (unavailable for comment)
Chief Executive		
CMT		
Section 151 Officer		
Legal	16/09/2009	Peter Oliver
Finance	16/09/2009	Marcus Misknis
Portfolio Holder(s)	16/09/2009	Felicity Bunker
Consultation Undertaken		
Please insert details of any consultation undertaken with regard to this report.		
Final Decision?		Yes/No
Suggested next steps (if not final decision please set out below)		

1. SUMMARY

- 1.1 This report summarises the accidents that have occurred between the start of March 2009 and the end of September 2009 with a table below showing comparative accident data tracked over this same period.

2. RECOMMENDATION

- 2.1 That the contents of this report be noted.

3. REASONS FOR THE RECOMMENDATION

- 3.1 To summarise applicable incidents for the period above, in a format which will hopefully be useful to members and staff and will allow comparative accident data to be tracked over time. Included below are also updates to actions of a number of accidents documented in the report submitted to the April 09 panel meeting –
- Staff Member of Cultural Services – Newbold Comyn LC, 24/01/09. Employee fell and broke their leg whilst carrying podium steps with a colleague.
UPDATE: H&S Adviser contacted Head of Cultural Services with advice on measures to take to prevent a reoccurrence (who cascaded information to appropriate managers) -
 1. The need to avoid Manual Handling where possible. Where not possible, tasks must be risk assessed to minimise risk
 2. Young Person's risk assessments (for employees under 18) to be produced to comply with the Management of Health & Safety at Work Regulations 1992. This to include adequate supervision of young persons'.
 3. Manual Handling training sessions have been undertaken for a number of pool attendants – to remain available to meet requirements.
 4. Footwear Policy for Leisure Centres to specify types of footwear to be worn.
 - Staff Member of Neighbourhood Services – St Peters Multi Storey Car Park, 16/02/09. Employee slipped whilst walking down vehicle ramp.
UPDATE: Risk Assessment to be issued as part of Civil Enforcement Officer's induction, this includes (under the heading of 'interaction with vehicles') the need for employees to use pedestrian walkways where provided. Pedestrian Exit signs displayed direct to Stairways. Parking & Public Convenience Manager informed H&S Adviser that a review of car park signage is underway.
 - Member of the public – Reception and Benefits area at Riverside House, Nov 08 and Feb 09. A member of the public on two occasions committed aggressive acts by throwing chairs and threatening staff – though no one was injured during these incidents.
UPDATE: WDC Anti Social Behaviour Officer sent the offender a warning letter referring to the above incidents, informing him that –
'Such behaviour is unacceptable and should there be any further incident of Anti-Social Behaviour on our property then you will be banned from Riverside House and all other Warwick District Council sites, any attempt to enter any WDC building after such a ban will result in the Police being called to remove you. Should you persist in your Anti-Social Behaviour then Warwickshire Police and Warwick District Council will consider seeking an Anti-Social Behaviour Order which if breached could result in a fine or up to 5 years imprisonment.'

It is understood that since the last incident in February 09, there have been no further incidents involving the person in question. H&S Adviser also liaised with the

Interim Deputy Chief Executive on the potential redevelopment to install a One Stop Shop in the reception area at Riverside House. The H&S Adviser was informed that as part of the OSS facility, it is proposed that a PCSO (Police Constable Support Officer) presence will be in place at Riverside House, providing a drop in surgery approach for the public. This will also give a security presence and will likely act as a deterrent to those who would otherwise act inappropriately on WDC premises.

(ACCIDENTS FROM START OF MAR 09 – END OF AUG 09)

TYPE OF ACCIDENT – WDC EMPLOYEE	NUMBER OF ACCIDENTS
SLIPS, TRIPS & FALLS	3
CUTS / TRAPPING TO HANDS & FINGERS	1
SCALDS / BURNS	1
MANUAL HANDLING	1
WORK EQUIPMENT	1

EMPLOYEE – LOST TIME ACCIDENTS	NUMBER OF ACCIDENTS
	0

MANUAL HANDLING

<p>Staff Member of Rev & Customer Services, Riverside House 16/03/09</p> <p>Employee bent down to pick up a light object, as the person did this they experienced lower back pain.</p> <p>It was learnt that the person did not use good manual handling techniques, e.g. keep the back straight and bend the knees to lower oneself down to the object. The person had received Manual Handling training.</p> <p><u>Action</u> – Accident was investigated. H&S Adviser informed that good Manual Handling techniques are to be discussed within the team concerned and that suitable safety information be displayed as a reminder to employees.</p> <p>Health & Safety Adviser agrees with this action.</p>
--

SLIPS, TRIPS & FALLS

<p>Staff Member of Housing & Property Services – Crown Way Flats – 04/06/09</p> <p>Whilst using stairs during a visit to a tenant's flat at Crown Way, L/Spa a staff member's shoe came off and then tripped up the stairs. It was reported that this was caused by chewing gum on one of the steps, causing minor bruising to hip and a grazed elbow.</p> <p><u>Action</u> – Housing assessing the necessity of introducing a cleaning service at Crown Way Flats. Line Manager briefed staff on accident and the need to be vigilant for these types of hazards for instance and on the need to wear appropriate footwear.</p> <p>Health & Safety Adviser agrees with this action.</p>
--

Staff Member of Housing & Property Services at Yeomanry Close – 19/05/09

Whilst staff member was on their way back to their car after a visit to Yeomanry Court Very Sheltered Housing Scheme, the person stepped off kerb and stepped on sludge near the disabled parking bay area then slipped and fell. Resulting in minor bruising / graze to left knee and thigh.

Action – It was found that inappropriate footwear was worn at the time of the accident (plastic flip-flops). Line Manager advised staff of incident and the need to wear appropriate footwear.

Assistant Warden cleared parking area at Yeomanry Close of mud / sludge – condition of parking area surface to be monitored.

Health & Safety Adviser agrees with this action.

Staff Member of ICT Services at Riverside House 18/05/09

Staff Member of ICT services fell backwards off his chair as he tried to move it whilst seated. It was found that this was caused by one of the chairs castor arms failing. This resulted in the employee sustaining a 'sore thumb'.

Action – The Line Manager promptly removed chair and replaced with one in a safe / suitable condition.

Health & Safety Adviser produced a WDC H&S Alert on the need to briefly inspect chairs occasionally before use.

Health & Safety Adviser agrees with this action.

CUTS / TRAPPING TO HANDS TO HANDS & FINGERS

Staff Member of Rev & Customer Services, Riverside House 02/03/09

Staff member was unpacking boxes during office move. The person removed suspended files from a box and caught thumb knuckle on the metal part on one of the files. The accident resulting in a minor cut to the hand

Action – H&S Adviser followed up on accident. Employees to be vigilant when unpacking boxes and dispose of old files with sharp edges.

Health & Safety Adviser agrees with this action.

SCALDS / BURNS

Staff Member of Cultural Services – St Nicholas Park, Leisure Centre 17/07/09

Whilst member of staff was cleaning the walls in the changing rooms. As the person was doing this, bleach from the wall splashed into their right eye. The person received first aid (eye flushed with water solution) and visited local hospital as a precautionary check-up. The person experienced soreness and a burning sensation to the eye but with no lasting effects.

Action – H&S Adviser followed up on accident – spoke with injured person and Centre Manager (CM). CM arranged training on use of such chemicals and the importance of using PPE, face protection, protective clothing etc.

Health & Safety Adviser agrees with this action.

WORK EQUIPMENT

Staff Member of Cultural Services – Abbey Fields Swimming Pool, 28/03/09

Whilst an employee was attempting to switch off an electric air blower being used to blow air into an inflatable on the swimming pool, the person suffered a minor electric shock. Part of the safety control for use of the unit was to place it in an enclosure near poolside to prevent water access, however it is understood that somehow it had gotten wet.

It was learnt that this was a portable unit, whereas units in the other centres are hardwired and intrinsically sealed.

Action – H&S Adviser spoke with the Centre Manager (CM) reference the incident, who informed that the unit has been disposed of. The CM is also arranging for a replacement sealed unit, one which will also be plugged into an inline RCD unit (Residual Current Device) for added protection.

The H&S Adviser was informed that this is to form part of Leisure Centre Operating Procedures and Risk Assessments, the Energy Manager is being consulted on PAT (Portable Appliance Testing) arrangements for electrical equipment, as required by the Councils Health & Safety Policy.

The CM to brief employees on the safe use of the blower unit.

Health & Safety Adviser agrees with this action

4. ALTERNATIVE OPTION CONSIDERED

4.1 Not Applicable.

5. BUDGETARY FRAMEWORK

5.1 Not Applicable

6. POLICY FRAMEWORK

6.1 Not Applicable.

7. BACKGROUND

7.1 Not Applicable.